

**ABC Kiddie Kampus
is proud to be a
Keystone STAR 4
program!**



Our children are our greatest resource; we need to make sure we give them the opportunity to learn so they can reach their greatest potential.

ABC Kiddie Kampus is a Keystone STAR 4 program because we believe that quality early education is the key to our children's future success in school and in life.

Keystone STARS is a state-funded voluntary program that promotes quality in child care, PA Pre-K Counts and Head Start programs. Programs earn a STAR 1 to STAR 4 rating based on quality standards for teachers, classrooms, and program management. As programs meet higher standards, they earn more STARS.

Through Keystone STARS, programs can provide new learning materials, books and toys for children, and help teachers get more education and college degrees to provide a better education for our young children, without significantly higher costs to families.

For more information on Keystone STARS, visit the Pennsylvania's Promise for Children website at:
<http://paprom.convio.net/site/PageServer?pagename=index>

To achieve a STAR 4 rating, ABC Kiddie Kampus had to meet greater research-based standards for program quality. For example, at least half of lead teachers in STAR 4 centers or group child care homes must have a Bachelor's degree in early childhood education.

Because every child is Pennsylvania's future!



Allergy Release

I give ABC Kiddie Kampus permission to post, in areas visible to all staff, a list of my child's allergies. I understand that this list is in areas that may be seen by others entering our early learning center.

Please list allergy/ allergies: _____

Please list any special instructions: _____

Parent/Guardian Signature

Date

Picture release

At ABC Kiddie Kampus staff occasionally take pictures of the children to hang in classrooms, for projects, to post on the ABC Kiddie Kampus website, or to Post on the ABC Kiddie Kampus Facebook page. Your child's name or any personal information would never be disclosed on the website at any time. By signing this form you are allowing the staff at ABC Kiddie Kampus to take pictures of your children participating in classroom activities and post them on the ABC Kiddie Kampus website and Facebook page.

- I do give permission**
- I do not give permission**

Parent/Guardian Signature

Date



Tuition Rate Sheet

Effective: July 1, 2014

Infant Services

6 weeks to 12 months of age		\$185.00/wk
	PT	\$160.00/wk

Young Toddler Services

13 months to 24 months of age		\$180.00/wk
	PT	\$155.00/wk

Older Toddler Services

25 months to 36 months of age		\$175.00/wk
	PT	\$150.00/wk

Pre-School Services

3 years to entering 1st grade (Includes Pre-school Classes)		\$165.00/wk
	PT	\$145.00/wk
Private Pre-K (9:00 – 11:30 five days a week)		\$400.00/Month

School Age

1st grade and up		
Full time summer care		\$145.00/wk
Part time school year		\$120.00/wk

Additional Information

Hours: All rates are based on a maximum of 9 hrs/day. Additional fees will be applied for care beyond 9 hours

Registration Fee: \$30.00 per each child enrolled. This is an annual fee due for each child in July of each year enrolled.

Vacation Policy: One week per year, after being enrolled at our center for one year.

Payment Due: Payment is due the Monday before service is rendered. Any payment received after Monday will be considered late and will carry a 10% late fee.

Return Check Charge: \$25.00 per check.

Checks Payable to: "ABC Kiddie Kampus"

Late Pick-up Fee: A \$25.00 fee will be charged whenever a child is picked-up after the center's 5:30pm closing time.

Child Illness or Other Absences: Parents are required to pay for all days scheduled as per their parent contract.



Getting to Know you Packet

In partnership with the Pennsylvania Keystone STARS program, we feel it is our responsibility to provide you with specific information regarding center policies and other public resources. Therefore we request you look over this packet, sign the top copy and return it to the center, and keep the rest of the packet as a personal reference guide.

By signing this letter you've acknowledged that:

I have received a "Getting to Know You" packet. This packet includes information regarding public, social and community services, as well as information regarding transitioning your child to another classroom. In addition, you will receive a parent handbook that includes information regarding the rules and regulations of our center.

Parent Signature _____

Date _____



Welcome to ABC Kiddie Kampus

Dear Parents,

A “Getting to Know You Meeting” is available to you anytime after your child enrolls at ABC Kiddie Kampus. A meeting time will be set up based on your schedule but also on the schedule of our teachers and center director. During the meeting we encourage you to speak with your child’s classroom teacher and to ask questions regarding your child’s day-to-day behaviors, learning abilities, and overall development.

We strongly promote you to create a good channel of communication with our center director and teachers. This not only helps put your mind at ease but it will also help ease the transition for your child. Thank you for choosing our center and we look forward to getting to know your family.

Sincerely,

The ABC Kiddie Kampus Family



Transitioning

Transitions happen every day in your child's world. Waking up in the morning, coming to meals, getting ready for bed, leaving for an activity, saying goodbye to a friend, and most importantly changing classroom settings. These are all examples of transitions that can cause your child angst, or worse! Our goal is to make your child's transition to a new school and to new classrooms as comfortable as possible.

Since transitions happen so frequently, it can be helpful to use different strategies. Parents who provide empathy and support, help the child gain a sense of control, create rituals that provide predictability and teach their child ways to cope with change will find far greater success.

Therefore, we encourage all parents to create a strong relationship with your child's new school, new teachers and other families at our center. At anytime, please feel free to schedule a meeting with your child's teacher and/or center director.

Notice: If and when a child transfers to a new center the child's information can be transferred to the new center at the parent's request. This notice is also part of our parent bulletin board.



Easing the Transition

The following handout is strategies to make the transition to and from child care easier. Start by looking at what's happening. Then look at your behavior and look at the environment. Finally, look at your child's behavior.

Take a couple of days and don't do anything except look at how transitions are working out.

Starting with the time you get up in the morning, write down what is happening every 15 minutes. Then note what is working and what needs to change. Think about what the chart shows you. What can you do to prevent problems and prepare yourself and your child for transitions?

Parents have found the following strategies helpful in preventing problems:

- Give yourself five minutes of quiet before you wake up your child or start your day.
- Think about what you know about your child. What will help make the morning more pleasant? The following ideas may work for you:
 - Cover your child with an extra blanket five minutes before you wake him up.
 - Play calming music.
 - Put a glass of orange juice on your child's night stand so she can get sugar into her system right away.
 - Turn the light on in the room five minutes before waking your child.
 - If your child enjoys tickling, use that as a strategy to wake him or her in the morning. It makes waking up fun!
 - Plan to give the slow-to-wake up child three wake up calls.
 - Put happy, sad, relaxed, and tense faces on the refrigerator. Have your child point to how he feels in the morning. Point to how you feel. Use this information to give hugs or to be quiet.
- Get things ready the night before:
 - Put out clothes, shoes, coats, and gloves.
 - Set up breakfast.
 - Pack backpacks.
 - Find your keys.
- Create clear and consistent rituals:
 - Make a chart with pictures showing what should happen. Instead of nagging your child, point to the chart.
 - Follow "Grandma's Rule" about TV and video games. "When you get done with . . . , then you can . . ."
- Keep it simple. Use shoes without laces and pants without belts until your child is really good at tying shoes and buckling belts.
- Have a distraction bag to use in the car or while your child has to wait. Include small books, action figures, squeeze balls, washable markers and notepads, small dolls, masking tape, stickers, small cars and trucks.

Prepare your child for successful transitions

- Children don't have the same sense of time that adults do. Five minutes can seem like nothing or an eternity. Give your child something concrete to measure the time: "After this song is over..." "When the timer goes off..." "After you sing 'Happy Birthday' twice..."
- Your child may not have the skills to do what you want. Preschoolers can throw a quilt over a bed, but it's hard for them to tuck in the blankets.
- Make sure your child knows how to do what you want. Instead of just saying, "Make sure the bathroom is clean," show your child how you want the bathroom to look. Then have your child show you how to hang up the towel, put the toothbrush away, and wipe the counter.
- Show respect. Your child may be involved in what he or she is doing, or may have other plans about how to spend the time. Your child has to do what you need done, and you want it done pleasantly. That doesn't mean your child has to like doing it.
- Give your child responsibilities. Teach your child to get dressed, fix breakfast, and tidy up. Compliment your child when things go well.
- If you still have a problem, practice doing the tasks together with your assistance, and then leave your child to do them.
- Work with your child to plan how to solve on-going problems.

Plan for successful transitions to your child care program

- Leave your child with the same caregiver every day.
- Tell your caregiver about significant things happening at home that are important to your child.
- Plan to arrive at the child care program about the same time every day. That way your child can plan ahead and think about what will be happening when you get there.
- Have a good-bye ritual so your child knows you are leaving. Tell your child when you will be back (for example, after nap time and group play.)
- Keep your time at the child care program short. A child who knows you are going to leave can't begin to relax until you really do leave.
- Trust your child care provider to help your child settle down once you leave.
- Leave a picture, a scarf with your scent, or some other "love" in your child's cubby so that your child will have it when he or she needs reassurance.

Plan for successful transitions from child care to home

- Take a couple of days and don't do anything except chart how the afternoon transition is working out. Think about what the chart shows you. What can you do to prevent problems and prepare yourself and your child for the transition from child care to home?
- Take time to relax before you pick up your child.
- Try to arrive about the same time every day. Children seem to have an internal alarm clock and know when to expect you.
- Find out from your caregiver what happened during your child's day.
- Have a simple snack ready for the ride home.

- Plan to have time with your child as soon as you get home.
 - Some children will need 100 percent of your attention when you get home. They are charged up from being around people all day. They need to talk to unwind. Plan to give them your attention for 10 minutes and listen.
 - Other children will need to have time away from everyone after a day of being in a crowd. Give them time to be by themselves when they get home. Plan to give them 10 minutes to talk with you at the end of the day.
- Give your child a nutritious snack to hold him or her over until you get dinner ready. (Think of it as part of dinner - one parent calls 5:00 p.m. "the vegetable hour.")
- Plan calming activities for your child while you prepare dinner. Let your child help you with dinner, read, play with play-doh, play in water, color, play with a basin of rice, watch fish in a fish tank, snuggle into a beanbag chair, or listen to relaxing music.

TV and computer games can help distract children during transitions, but children may have trouble transitioning from these activities back into your world.

Encourage everyone to get enough sleep, eat well, and exercise



Parents,

All meals are served to children under the Child and Adult Care Food Program. These meals are served at no separate charge to you regardless of race, national origin, sex, age, or disability. There is no discrimination in admission policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted in writing within 180 days of the incident to: USDA Director, Office of Civil Rights, Washington, D.C. 20250



Helpline Phone Numbers

Children Services Center.....	570-825-6425
Children Behavioral Support Program.....	570-714-7230
Early Intervention	570-825-9441
Catholic Social Services.....	570-207-2283
Scranton Area Family Center.....	570-348-6493
Scranton Counseling.....	570-348-6100
WIC.....	570-346-8493
Head Start.....	570-963-6633
Friendship House.....	570-342-8305
Special Kids network.....	800-986-4550
State Health Line.....	800-692-7254
Women, Infant, Children’s Nutrition Program	800-WIC-WINS
V/TT for Speech and/or Hearing Impaired	717-783-6514
AIDS Fact line	800-662-6080
Children with Special Needs	800-852-4453
Healthy Baby Line	800-986-BABY
Healthy Kids Line.....	800-986-KIDS
HMO Consumer Complaint/ Grievance Line	888-466-2787
Lead Hotline.....	800-440-LEAD
Nurse Aide Registry	800-852-0518
PA Department of Health Information Clearinghouse	800-582-7746